

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
September 20, 2017

OPENING Mayor Rognstad called the regular meeting of the City Council to order at 5:30 p.m. on Wednesday, September 20, 2017, in the Council chambers at City Hall, 1123 Lake Street.

ROLL CALL Council members Ruehle, Aitken, Snedden, Camp and Eddy were present. Councilwoman Williamson was absent.

PLEDGE OF ALLEGIANCE Mayor Rognstad led the Council and the public in the pledge of allegiance to the flag.

Mayor Rognstad recessed the regular City Council meeting at 5:32 p.m. to convene into a City Council workshop.

CITY COUNCIL WORKSHOP – SNOW REMOVAL POLICY

Public Works Director Ryan Luttmann reviewed photographs of prior winters that provided examples of what City staff deals with during snow removal. The goal is to remove the snow in a reasonable amount of time of 24 hours or less. He said he reviewed other snow removal policies for other governmental entities.

Councilwoman Williamson arrived at 5:38 p.m.

Mr. Luttmann noted that the City contracts to haul the snow from the downtown area. According to City Code, vehicles can't be parked within the downtown between 2:00 a.m. to 6 a.m. Street Department starts snow removal at 2:00 a.m. from the curb to the center of the road within downtown. It takes approximately 8 hours to remove the snow from the downtown area when there's an accumulation of four inches of snow and it can take up to 16 hours to remove the snow when the snow reaches 11 inches or more. Snow has been stored behind Super 1 Foods and will enter into a contract to store the snow in the same area this next winter season. Their approach in the residential areas is to remove the snow from the street to the curb. The graders are the only equipment that have snow gates. The snow gates are used around parked cars, driveways and intersections. The proposed policy provides that all parked vehicles on the streets must be cleaned of snow within 24 hours of any storm or that the vehicles be moved to a different location.

Mr. Luttmann reported that the current policy provides that parking is allowed on the side of the street with odd numbered addresses and on even numbered calendar days, parking is allowed on the side of the street with even numbered addresses. Mr. Luttmann noted this has been eliminated as there is a challenge when all the cars are on the same side of the street. Staff has found it easier to work around the vehicles as opposed to having only one side of the street open. There are challenges when using snow gates particularly the time spent in utilizing them for every driveway and street corner. The revised snow removal policy provides the use of de-icing traction agents. He said the particular traction agents may change. An employee will be designated to remove snow on City pathway, using a skid-steer with a 6 ½ foot snow blower attachment. There is a challenge to utilize this

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equipment on other pathways as it's too wide when there are power poles or other obstacles within the pathways.

Councilwoman Ruehle raised concern with snow removal on routes to school particular the route on the other side of Division Avenue. She stressed there's a safety issue for students and suggested there be review on priorities. She suggested developing a policy for routes to schools. Mr. Luttmann explained there is an issue with the availability of personnel and equipment. City staff is not committed to remove snow on sidewalks. He noted City staff will clear the pathways in and near the new roundabout on Schweitzer Cutoff Road. The goal of the policy is to provide expectations for City staff and that residents have a responsibility to remove snow from sidewalks. He noted the City discourages residents to put snow back into the street. When a snow emergency is declared, it provides a different policy on where vehicles can be parked on the street.

Mr. Luttmann pointed out that the current policy provides that the City will not dispatch snow plows until after snowfall has stopped. The proposed policy provides that when snowfall accumulates during regular working hours, plows may be dispatched at that time. The Street Supervisor was added to make the discretion when the snow needs to be plowed. He said he may change de-icing to anti-ice agents as it's better terminology. The Street Supervisor would also have the discretion when traction agents would be utilized. He anticipates the maintenance program will change when First Avenue, Cedar Street and Pine Street is reverted to the City. Damage to landscaping from snow removal within the street right of way will not be the responsibility of the City. More language was added regarding property owner responsibility to remove accumulation of snow berms within the driveway.

Street Supervisor Chet Jackman noted the City does not have the equipment to remove snow from downtown sidewalks as there's a challenge due to décor on the sidewalks. **Councilwoman Williamson** suggested that there be discussion or consideration to utilize the remaining BID funds for downtown sidewalk snow removal. Police Chief Corey Coon noted that the new Community Enforcement Officers will provide education on snow removal to downtown business owners. **Mayor Rognstad** suggested having a plan in place to manage snow removal on downtown sidewalks. He commented there may not be enough BID funds to purchase holiday lights and remove snow from downtown sidewalks. **Councilman Camp** stated that it is downtown business owners' responsibility to make sure there is access for their customers. He said we should consider that if the City removes snow off downtown sidewalks then we should also consider removing snow from residential sidewalks. **Councilwoman Ruehle** also suggested to consider how difficult it is for the handicapped to travel on the sidewalks.

The emergency snow declaration provides that the City Administrator or Public Works Director is authorized to declare a snow emergency. City Administrator Jennifer Stapleton said the primary source to alert the public is on social media such as Facebook and a press release will appear on the City's website. Press releases will be included on the radio. Chet Jackman noted that business owners have been instructed to put the snow on the

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edge of the curb but at the end of the day, then can put the snow on the street. City crews can remove the snow early the next morning. He said it's their policy to move snow at ADA ramps but there are issues when a driveway or a vehicle is located too close to the ramp. Ryan Luttmann reviewed an updated map that includes the plow schedule for multi-use trails.

Mayor Rognstad reconvened the regular City Council meeting at 6:31 p.m.

ANNOUNCEMENTS

Mayor Rognstad read the Constitution Week proclamation. September 17, 2017 is the 230th anniversary of the drafting of the Constitution with the Mayor proclaiming the week of September 17 through September 23 as Constitution Week. He presented the proclamation to Susan Lamb. The Mayor read another proclamation, designating the month of September, 2017, as Pain Awareness Month that increases awareness about the effects of those experiencing chronic pain. He presented the proclamation to Tim Harless.

Mayor Rognstad thanked Bob Wilson for his willingness to continue his service with the Tree Committee. He also recognized Anne Bagby and Dallas Cox for their willingness to serve on the Pedestrian and Bicycle Advisory Committee.

CONSENT CALENDAR

Councilman Snedden moved that items A-1 through C-3 be approved. **Councilwoman Williamson seconded the motion.**

A roll call vote resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Snedden	Yes
Councilman Camp	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed by a unanimous vote of Council.

A MINUTES

A-1 City Council regular minutes of September 6, 2017

A-2 Planning and Zoning Commission minutes of July 18, 2017

A-3 Urban Renewal Board minutes of August 1, 2017 and August 22, 2017

B Bills in the total amount of \$1,433,335.53; \$920,969.41 for regular payables and \$512,366.12 for payroll.

C CONFIRM APPOINTMENTS TO CITY COMMISSIONS, ADVISORY COMMITTEES AND BOARDS

C-1 Bob Wilson, Tree Committee, October 1, 2017 – October 1, 2020

C-2 Anne Bagby, Pedestrian and Bicycle Advisory Committee, September 20, 2017 – September 30, 2019

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C-3 Dallas Cox, Pedestrian and Bicycle Advisory Committee, September 20, 2017 – December 31, 2019

OLD BUSINESS

D. RESOLUTION NO. 17-61 PAID TIME OFF (PTO) POLICY

Mayor Rognstad announced that City Council tabled this agenda item at their September 6, 2017 Council meeting.

Councilman Snedden moved that City Council remove this item from the table.
Councilwoman Ruehle seconded the motion.

A roll call vote of Council resulted as follows:

Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes

The motion passed by a unanimous vote of Council.

City Administrator Jennifer Stapleton noted since the last City Council meeting, she provided a presentation to the Police Department and spoke with a representative from the Sandpoint Employee Association. She noted she met with five Police Department employees who voiced their support of the proposed policy. The proposed policy includes an increased maximum accrual of personal time off and provides payout options including payout upon separation. Currently, employees leaving employment will not receive a payout for accrued sick leave. Under the new program, there will be a payout from the catastrophic account of 25% or up to \$5,000 that is banked from current sick hours in excess of 64 hours. The sick leave bank will be replaced with long term disability that provides substantial increased benefit to our employees with up to two years of compensation in cases of partial disability or full disability.

Ms. Stapleton noted, currently, 72 out of 87 employees have at least 90 days of leave available. We have a benchmark within Region I and are relative to other governmental agencies at 95%. This same benchmark was utilized when looking at the PTO benefit. Currently, the average vacation accrual is 63% of the maximum employees are allowed to accrue. On an average, the employees have 151 hours of vacation time available. 37 full time employees employed with the City over ten years have accruals of 25,545 hours of sick leave with an average of 690 hours per employee. There are 7,038 hours of vacation accrued with 190 hours per employee. There are 18 employees who do not have enough time accrued to establish a catastrophic account. Of those 18 employees, ten employees have worked for the City less than two years and three employees who have submitted retirement notices. The proposed plan will provide more flexibility, provide pay out options and the ability to utilize sick time that they were not otherwise able to use. The program

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develops a policy that benefits a majority of the employees. She clarified that the ten holidays observed by the City will be in addition to the accruals. Under the proposed PTO policy, the average of those employees employed with the City from five years or more, would have an average of six weeks off per year plus ten holidays.

Luke Omodt, Sandpoint resident, stated he sent a six-page e-mail to City Council. He referred to the response from the City regarding his public records request he submitted. He said he had questions on the cost and cost comparison pertaining to the proposed plan and current benefits. He noted he has served as a mediator and has had a significant amount of experience with labor relations from a bargaining unit perspective. He said a solution is to consider having a single plan that should be negotiated across the board for all members including the fire union. He requested clarification on one of his questions as to how a savings to the City of \$4,444 hours or \$117,389 is not considered a financial loss to current employees. He raised concern that Thorne Research was inquired about their leave benefits when they are moving to South Carolina and Schweitzer Mountain Resort's leave plan is based on part-time employees only. He recommended that the City use Bonner General Hospital's PTO plan as it could work better for recruitment and retention and would be much more applicable when looking across the spectrum for job positions. He asked why the City would settle for a 95% benchmark. He urged City Council to vote against the proposed PTO policy.

Jennifer Stapleton said she obtained information from Bonner General Health on their PTO policy but was waiting for additional information. Employees did suggest looking at the City of Post Falls PTO policy. She said she met with the City of Post Falls Human Resource Director and found that the City's proposal provides a better benefit. When looking at other employer benefits, the City is benchmarking typically with other governmental agencies in terms of total compensation including benefits. Under our current policy, we have an unlimited cap of accrued sick leave which shows there are diminishing returns. We have six employees who utilize all their vacation and sick leave.

Councilwoman Ruehle moved that City Council approve the proposed resolution, Paid Time Off (PTO) Policy. **Councilman Aitken seconded the motion.**

Councilwoman Ruehle commented that as an elected official, she has a responsibility for City taxpayers and feels it important to consider benchmarks with other governmental entities. **Councilman Camp** revealed this is a difficult decision to make but noted there is a small percentage of employees who will not benefit from the proposal.

A roll call vote of Council resulted as follows:

Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes

The motion passed by a unanimous vote of Council.

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**E. RESOLUTION NO. 17-62 HEALTH REIMBURSEMENT
ARRANGEMENT/VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION
("HRA/VEBA") PLAN AMENDMENT**

Mayor Rognstad announced that City Council tabled this agenda item at their September 6, 2016 Council meeting.

Councilman Snedden moved that City Council remove this item from the table.
Councilwoman Williamson seconded the motion.

A roll call vote of Council resulted as follows:

Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes

The motion passed by a unanimous vote of Council.

City Administrator Jennifer Stapleton noted that the revised HRA/VEBA plan will allow employees separating from the City for a reason other than retirement, to receive a payout to be contributed other than to the HRA/VEBA account and that any payouts from their catastrophic accounts would go into the HRA/VEBA accounts. Distribution to the HRA/VEBA accounts would be for catastrophic accounts and for employees retiring from the City.

Councilman Eddy moved that City Council approve the proposed resolution, Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association ("HRA/VEBA") Plan Amendment. **Councilman Aitken seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes

The motion passed by a unanimous vote of Council.

**F. RESOLUTION NO. 17-63 GROUP LONG TERM DISABILITY CONTRACT WITH
LIFEMAP**

Mayor Rognstad announced that City Council tabled this agenda item at their September 6, 2016 Council meeting.

Councilwoman Ruehle moved that City Council remove this item from the table.
Councilman Snedden seconded the motion.

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A roll call vote of Council resulted as follows:

Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes

The motion passed by a unanimous vote of Council.

City Administrator Jennifer Stapleton stated the request is to enter into a contract with LifeMap for a long-term disability policy for employees. Employee eligibility will occur 90 days due to an accident, illness or injury within a 180-day period. This benefit will replace the Sick Leave Bank policy.

Councilman Aitken moved that City Council approve the proposed resolution, Group Long Term Disability Contract with LifeMap. **Councilman Snedden seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed by a unanimous vote of Council.

G. RESOLUTION NO. 17-64 457 DEFERRED COMPENSATION PLAN

Councilwoman Williamson moved that City Council remove this item from the table. **Councilwoman Ruehle seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes

The motion passed by a unanimous vote of Council.

City Administrator Jennifer Stapleton said the City currently offers a 457 Plan through Nationwide. This benefit will provide employees a second option with no cost to the City.

Councilwoman Williamson moved that City Council approve the proposed resolution, 457 Deferred Compensation Plan. **Councilman Snedden seconded the motion.**

A roll call vote of Council resulted as follows:

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Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed unanimously by Council.

NEW BUSINESS

H. RESOLUTION NO. 17-65 INTERFUND LOAN FROM WATER RESERVES TO MEMORIAL FIELD PROJECT (LOCAL OPTION TAX FUND)

City Treasurer Shannon Syth explained there have been previous discussions that in order to complete the Memorial Field project in a timely manner, that the City would need to borrow funds to pay the difference and will pay back through the local option tax for the next five years. The anticipated amount for the interfund loan is \$860,00 to \$900,000 with the anticipation that the loan will be paid off next fiscal year. She replied to **Councilman Camp** that Idaho statute allows cities to obtain interfund loans even though counties are not allowed.

Councilman Camp moved that City Council approve the proposed resolution, Interfund Loan from Water Reserves to Memorial Field Project (Local Option Tax Fund). **Councilwoman Williamson seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes

The motion passed unanimously by Council.

I. RESOLUTION NO. 17-66 DENTAL INSURANCE COVERAGE CONTRACT AMENDMENT WITH DELTA DENTAL

Councilman Snedden moved that City Council approve the proposed resolution, Dental Insurance Coverage Contract Amendment with Delta Dental. **Councilwoman Ruehle seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes

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Councilman Snedden Yes
The motion passed unanimously by Council.

J. RESOLUTION NO. 17-67 MEMORANDUM OF UNDERSTANDING WITH
INDEPENDENT HIGHWAY DISTRICT

City Administrator Jennifer Stapleton said the purpose of the proposed Memorandum of Understanding (MOU) and draft resolution with the Independent Highway District (IHD) is to resolve longstanding issues between the City and the IHD. The prior MOU and Joint Powers Agreement was ruled as being invalid by the Idaho Supreme Court. The proposed MOU has a five-year term with the City having the responsibility of maintaining City streets. In the past, the City was receiving 100% of 50% of property tax revenues received by the IHD. The proposed MOU provides the City with 90% of 50% of the IHD property tax revenues but addresses revenues that had not been shared with the City such as circuit breaker revenues and past due property taxes. The responsibilities for each party and what responsibilities belong to the City will be coordinated between the Independent Highway District Road Supervisor and the City's Public Works Director. The City Public Works Director and the City Administrator will attend Independent Highway District Board meetings quarterly to provide updates. There are two elements in that will require joint hearings between the City and the Independent Highway District. She reviewed the MOU that designates responsibilities in relation to ownership, vacation or validation of public rights of way located within the City. There is an agreement to a provision that requires any new annexations to the City, to also be annexed into the IHD. She noted confirmation has been received confirmation from the IHD that they agree with the content. There is a status hearing scheduled before the Idaho Supreme Court in a couple of weeks and expect that the IHD will hold a meeting to approve the MOU prior to the status hearing.

Ms. Stapleton pointed out to **Councilman Camp** that the alleys, according to the MOU, will be the City's responsibility.

Councilman Snedden moved that City Council approve the proposed resolution, Memorandum of Understanding with Independent Highway District. **Councilman Eddy seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes

The motion passed unanimously by Council.

ADJOURNMENT The meeting adjourned at 7:13 p.m.

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Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

DRAFT